



Name: _____

Student ID: _____

While every effort was made to ensure that this 2019-2020 Student Planner and Handbook is accurate and up-to-date, some information may have changed between the printing date and the actual distribution of this handbook.



LIBERAL ARTS

B

MESSAGE FROM

THE VICE PRESIDENT FOR STUDENT AFFAIRS



Congratulations and welcome to the American University of Kuwait. You are now a member of our Wolf Pack family, a vibrant and diverse community that promises to enrich your life. At AUK, we strongly believe that each of you will have much to offer our community.

Likewise, we are committed to providing you with support and guidance as you navigate the complexities of campus life.

The Division of Student Affairs is here to assist you, guide you, and challenge you to explore all the possibilities that our co-curricular activities can provide you with. Take full advantage of everything that AUK offers. Be part of campus life, get involved in our events and activities, get to know your professors, allow our diverse culture to expand your horizons, and push yourself to explore new ideas and experiences. Your university experience will be all the richer for it, and your time here will be more memorable.

This Handbook is your map to success at AUK, containing your rights and responsibilities as a member of this community. For everything else, the various offices and units within the Division of Student Affairs are always eager to help – whether it's registering courses, finding clubs and activities, volunteering, career advice, or just plain help!

Explore, expand, enrich, express, engage, and experience our unique campus culture. You are not only a part of it – you define it!

Have a great year.
Be our success story.

Dr. Hanan Muzaffar

Vice President

Division of Student Affairs

TABLE OF CONTENTS

AUK CONTACT INFORMATION	7
UNIVERSITY CODES	7
I. UNIVERSITY CODE OF CONDUCT	16
Introduction and Purpose	17
Standards of Integrity and Quality	17
Compliance with Laws	18
Contractual Obligations	18
Confidentiality and Privacy	18
Conflict of Interest	18
Human Resources	18
Financial Reporting	18
Use of University Resources	19
Profession-Specific Standards	19
Reporting Possible Violations	19
Consequence of Violations	19
Questions	19
III. STUDENT RIGHTS & RESPONSIBILITIES	20
Student Rights	20
Student Responsibilities	20
II. STUDENT CODE OF CONDUCT	21
Physical Misconduct	21
Alcohol, Drugs & Substance Abuse	21
Weapons and Dangerous Materials	21
Disruptive Behavior	21
Harassment	21
Endangering Behavior	21
Discrimination	21
Dishonesty	21
Inappropriate Conduct	21
Bribery	21
Offensive Material	22
Unauthorized Use of University Resources	22
False Representation	22
Theft or Damage to Property	22

Smoking Policy	22
University Identification	22
Non-compliance with Directions	22
Unauthorized Soliciting or Distribution of Materials	22
Dress Code	22
Fire Regulations	23
Unauthorized Entry & Key Usage	23
Obstruction of Movement	23
Computer Use	23
Recording Prohibition	23
Pets	23
Violation of Law and AUK Discipline	23
Fundraising	23

III. DISCIPLINARY PROCEDURES	24
Adjudication Process	24
Rules of Investigations	25
Types of Ruling	25
Referral to Counseling Center	26
Code of Conduct Board	27
Appeals	28
Disciplinary Procedures Flowchart	29

IV. OTHER POLICIES AND PROCEDURES	30
Student complaints concerning staff & faculty	30
Code of Academic Honesty & Integrity	33

STUDENT RESOURCES 39

Additional Campus Information	40
Self-Service Guide	44
Which Student Form Do I Use For...?	45
Where Do I Go on Campus for Assistance?	47
Student Employment	48
Co-Curricular transcripts	49
International Programs	49

PLANNER

50

2019-2020 Academic Calendar	51
2019-2020 Year-In-View Calendars	58
Weekly Planner (September 2019 – September 2020)	60

AUK CONTACT INFORMATION



AUK CONTACT INFORMATION

AMERICAN UNIVERSITY of KUWAIT

P.O. Box 3323, Safat 13034, Kuwait
www.auk.edu.kw

GENERAL INFORMATION

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3011
Fax: (+965) 2224-8376
E-Mail: PR@auk.edu.kw

OFFICE OF THE PRESIDENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3001/3002
Fax: (+965) 2224-8383
E-Mail: president@auk.edu.kw

OFFICE OF CORPORATE RELATIONS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3101
Fax: (+965) 2224-8372
E-Mail: azuhairy@auk.edu.kw

OFFICE OF INSTITUTIONAL RESEARCH

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3009
Fax: (+965) 2224-8370
E-Mail: InstitutionalResearch@auk.edu.kw

LIBRARY

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3070
Fax: (+965) 2224-8377
Email: Library@auk.edu.kw

COLLEGE OF ARTS AND SCIENCES

OFFICE OF THE DEAN

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3501
Fax: (+965) 2224-8385
E-Mail: Arts_andSciences_@auk.edu.kw

COLLEGE OF ENGINEERING & APPLIED SCIENCES

OFFICE OF THE DEAN

Tel: 1-802040 or (+965) 2224-8399 | Engineering Ext: 3708
| Computing Ext: 3704
E-Mail: Comp@auk.edu.kw | Engr@auk.edu.kw

COLLEGE OF BUSINESS AND ECONOMICS

OFFICE OF THE DEAN

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3545
Fax: (+965) 2224-8382
E-Mail: cbe@auk.edu.kw

UNIVERSITY CENTERS

CENTER FOR GULF STUDIES (CGS)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3217
Fax: (+965) 2224-8381
E-Mail: cgs@auk.edu.kw

CENTER FOR RESEARCH IN INFORMATICS, SCIENCES, & ENGINEERING (RISE)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3705
Fax: (+965) 2224-8381
Email: RISE@auk.edu.kw

CENTER FOR CONTINUING EDUCATION (CCE)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3199/3184/3185/3186
Fax: (+965) 2224-8373
E-Mail: cce@auk.edu.kw

CENTER FOR TEACHING EXCELLENCE (CTE)

Tel: 1802040 (Ext: 3810)
E-Mail: bdana@auk.edu.kw

DIVISION OF STUDENT AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3262
Fax: (+965) 2224-8374
E-Mail: StudentAffairs@auk.edu.kw

OFFICE OF STUDENT LIFE

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3276
Fax: (+965) 2224-8374
E-Mail: StudentLife@auk.edu.kw

ALUMNI AFFAIRS & CAREER DEVELOPMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3279
Fax: (+965) 2224-8374
E-Mail: AlumniAffairs@auk.edu.kw / AACD@auk.edu.kw

COUNSELING CENTER

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3232
Fax: (+965) 2224-8386
E-Mail: counseling@auk.edu.kw

ACADEMIC ADVISING CENTER (AAC)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3243/3241
Fax: (+965) 2224-8387
Email: AAC@auk.edu.kw

LEARNING SUPPORT SERVICES (LSS)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3245/3241
Fax: (+965) 2224-8387
Email: LSS@auk.edu.kw

CLINIC

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3400/3401
E-Mail: clinic@auk.edu.kw

ADMISSIONS & PUBLIC AFFAIRS

OFFICE OF THE EXECUTIVE VICE PRESIDENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3010
Fax: (+965) 2224-8376
E-Mail: PR@auk.edu.kw

OFFICE OF ADMISSIONS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3148
Fax: (+965) 2224-8379
E-Mail: admissions@auk.edu.kw

OFFICE OF THE REGISTRAR

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3164/3165/3166/3162/3161
Fax: (+965) 2224-8378
Email: registrar@auk.edu.kw

OFFICE OF PUBLIC RELATIONS & MARKETING

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3011
Fax: (+965) 2224-8376
E-Mail: PR@auk.edu.kw

OFFICE OF SCHOLARSHIP & FINANCIAL AID

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3014/3015/3022
Fax: (+965) 2572-4947
E-Mail: scholarship@auk.edu.kw (all types of scholarships)
E-Mail: allowance@auk.edu.kw (*for inquiries about government allowance for eligible students*)

FINANCE DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3110/3111/3113/3114/3120
/3122/3121
Fax: (+965) 2224-8380
E-Mail: finance@auk.edu.kw

CAMPUS SERVICES DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3302
Fax: (+965) 2224-8371
E-Mail: campusservices@auk.edu.kw (*general inquiries*)
E-Mail: _grpCampusServices@auk.edu.kw (*service requests*)

HUMAN RESOURCES DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3081
Fax: (+965) 2224-8375
E-Mail: careers@auk.edu.kw

INFORMATION TECHNOLOGY DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3031
Fax: (+965) 22248370
E-Mail: IT@auk.edu.kw
URL: <http://www.auk.edu.kw/it/index.jsp>